

MEANY PRODUCTION REQUEST FORM (DUE 4 WEEKS OUT)

Contact Us:

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GENERAL

- Event Name _____
- Contact names _____
phone _____ e-mail _____
- Rehearsal date(s) _____ time(s) _____
- Performance date(s) _____ time(s) _____
- What pieces are to be performed? _____

STAGE

- ___Orchestra shell? Shell I ___ Shell II ___ Shell III ___
- ___Piano? (Who is playing?) _____
- ___Chairs? How many? _____ ___Stands? How many? _____
- ___Conductor podium?
- ___Choral risers? How many or how many in choir? (maximum 11 units) _____
- ___Platform risers? How many? _____ What height? (8" to 40") _____
- ___Dressing Rooms? ___Principal? ___Chorus?

SOUND

- ___Microphone(s)? ___Soloist? ___Announce? ___Reinforcement?
- ___Playback? (Hard-drive, CD, Minidisk)
- ___PA speaker stacks? ___Stage Audio Monitors?
- ___AC power cable? (Amps, keyboard, electronics, etc.)

FRONT OF HOUSE

- ___Intermission?
- ___Reception? Food, liquor served? _____ Save Programs? _____
- Other lobby functions? _____

OTHER REQUESTS
